

Frederick County Department of Aging

Volunteer Position Description

Position Title	Van Driver
Purpose	To assist with the transportation of seniors using 7 to 15 seat passenger vans assigned to the Department of Aging senior centers.
Position Description of Duties	<ul style="list-style-type: none"> • Adheres to Department and County Policies as related to Vehicle Operations • Operates vehicle as needed to transport senior clients to and from senior centers for meal and activities, or • Operates vehicle as needed to transport senior clients to and from special event or other trip destinations
Qualifications for position	<ul style="list-style-type: none"> • Meets Department and County requirements as established according to policies and procedures to be approved as a volunteer driver for the Department of Aging. Such requirements may include but are not limited to; <ul style="list-style-type: none"> - Driving Record is reviewed and approved by Frederick County Risk Management - Demonstrates knowledge and skill to drive multi-passenger van - Demonstrates knowledge and adherence to Maryland laws as they pertain to vehicle operations - Demonstrates knowledge and adherence to Department and County Vehicle operation policies and procedures - Ability to read/write English and maintain vehicle logs according to standard procedures - Demonstrates ability to communicate effectively with older adults, staff and others. - Ability to provide supervision and minor assistance to seniors boarding or debarking from vehicle - Maintains a high level of safety and safety awareness at all times
Time Requirement	<p>As needed.</p> <p>Week days unless otherwise arranged.</p> <p>Most day trips last between 6 to 8 hours. Destinations are generally within a 90 mile radius of Frederick City.</p> <p>Center transportation occurs between the hours of 9:30a and 3:30p</p>
Location of Assignment	Frederick Senior Center, or other centers as determined
Orientation and Training	<ul style="list-style-type: none"> • General orientation • Vehicle operation and review with staff • Annual review

Benefits	<ul style="list-style-type: none"> • Interaction with older adults • Ability to provide a needed service • Admission and participation to trip venues •
Evaluation & Reporting Procedures	<ul style="list-style-type: none"> • Post trip meeting/evaluation • Annual Dept. driver review and skills demonstration
Supervisor:	Trip and/or Senior Center Coordinators
Contact Person:	Susan Hofstra, trip coordinator Specific Senior Center Coordinator for routine center transportation needs.
Contact Info:	SHofstra @Frederickcountymd.gov 301.600.7020